

Sole Source Procurement Instructions

Department: Parks and Recreation

Date: July 16, 2013

Vendor: Virginia Professional Tennis, John Raker, Master Tennis Professional

It is the policy of the City of Harrisonburg that contracts/products be awarded on a competitive basis and that the use of a sole source procurement must be limited to those instances where only one source is practicably available.

1. Explain why this is the only product or service that can meet the needs of the department making the purchase.

Virginia Professional Tennis and John Raker provide tennis instruction, coaching and consultation for the city's tennis program. This is one of many athletic and recreational offerings for city residents and non-residents in the Harrisonburg area by the Dept. of Parks and Recreation.

2. Explain why this vendor is the only practicably available source from which to obtain this product or service.

John Raker is one of around 50 individuals in the United States who has obtained the Master Professional designation by the United States Professional Tennis Association and the only one in this region. Because of the expense of offerings, multiple locations and seasons of the year, VTP is the only organization in this area that can provide all of these services to meet the needs of the general public.

3. Explain why the price is considered reasonable.

The prices for the lessons, clinics and programs offered by VTP have increased very little during the past 10 years. Class offerings are routinely filled on a regular basis demonstrating the reasonableness of the pricing. VTP is the only organization in the region that can offer the City these services at the reasonable prices and still meet all the needs of the participants.

4. Describe the efforts that were made to conduct a noncompetitive negotiation to get the best possible price for the taxpayers.

VTP and Harrisonburg Parks and Recreation meet yearly to discuss and negotiate pricing on the offering of classes and instruction services by VTP. Almost all classes offered are completely filled with waiting lists demonstrating the acceptance of this favorable pricing by participants. In addition, VTP offers additional services (clinics, trips, coaching) to the public at no charge. VTP and Harrisonburg Parks and Recreation also offer a scholarship program to those individuals who otherwise would not have the financial resources to participate.

Please attach this form to the Requisition and forward to Purchasing.

Signature: _____

Lee Forster, Director

Date: _____

7/16/2013